

119171



UNITED STATES GENERAL ACCOUNTING OFFICE

WASHINGTON, D.C. 20548

RELEASED

FEDERAL PERSONNEL AND COMPENSATION DIVISION

RE: Not to be released outside the General Accounting Office except on the basis of specific approval by the Office of Congressional Relations

B-207462

JULY 14, 1982

Released

The Honorable Allen E. Ertel
House of Representatives



119171

Dear Mr. Ertel:

Subject: Use of Federal Employees as Personal Aides to Federal Officials in Selected Departments and Agencies (GAO/FPCD-82-52)

This report responds to your December 3, 1981, request, and subsequent agreements with your office, that we identify the number, type, and cost of Federal employees serving exclusively as chefs, chauffeurs, and other types of personal aides for individual Federal officials. You asked that we collect this information from the Departments of Commerce, Health and Human Services, Interior, Justice, Treasury, and Transportation; and the Small Business Administration; Consumer Product Safety Commission; National Aeronautics and Space Administration; National Science Foundation; and Nuclear Regulatory Commission.

We obtained answers to a series of questions from each of the departments and agencies on the number and cost of employees performing personal services for specific officials. We collected information for calendar years 1980 and 1981. Department and agency officials said that no substantial differences were anticipated for calendar year 1982. We did not independently verify all the information submitted. However, for the departments that indicated individualized transportation services were provided to specific officials, we attempted to check records maintained on those services. Although five departments said they had records on transportation services, only the Department of Justice maintained records on the department head's use of a vehicle. These records, however, were not detailed enough to show the purpose for which the vehicle was used.

Enclosures I, II, and III summarize information provided by each of the departments and agencies regarding transportation service, home-to-office transportation service, and dining room

(966079)

119171
522765

service, respectively. Information listed is only for those departments and agencies that reported individualized transportation service, home-to-office transportation service, and restricted dining rooms. The enclosures also include department and agency estimates of the percentage of time the drivers and dining room personnel were assigned to other duties. The departments and agencies said that, in some cases, these individuals performed secondary duties, but they could not indicate the percentage of time spent on other duties.

All departments in our survey and the Small Business Administration reported that certain of their officials received individualized transportation services. (See enc. I.) We were told that, in those cases where an employee was assigned to drive a specific official, the driver performed other duties (clerical and office) when not driving the official. Also, some drivers performed personal security functions for certain officials.

Each of the departments and agencies also maintains a motor pool to provide transportation services for certain department and agency officials. None of these drivers, however, are assigned to a specific official.

All departments, the National Aeronautics and Space Administration, and the Small Business Administration also reported that certain top officials received transportation service between their residences and places of employment. (See enc. II.) Government transportation between residence and place of employment is authorized by the United States Code (31 U.S.C. 638a(c)(2)) for the President and heads of executive departments listed in 5 U.S.C. 101 and diplomatic officials. We have commented on this matter in the past when questions were raised on the use of Government vehicles. Comptroller General decisions (25 CG 844 (1946) and 54 CG 855 (1975)) on this matter state that the control over the use of Government vehicles is primarily a matter of administrative discretion. The decisions further state use of a Government vehicle does not violate the intent of the statute when such use is deemed to be in the interest of the Government.

None of the departments and agencies reported having dining rooms where employees provided food service for one specific official. Eight, however, reported dining rooms that were restricted generally to top officials of the department or agency. (See enc. III.)

- - - -

As directed by your office, we did not obtain comments on this report from the departments and agencies reviewed. Unless you publicly announce its contents earlier, we plan no further distribution of this report until 30 days after its issue date.

At that time, we will send copies to interested persons and make copies available to others upon request.

Please let us know if you have any questions or wish to discuss the information provided.

Sincerely yours,



Clifford I. Gould
Director

Enclosures - 3

TRANSPORTATION SERVICESDepartment of Commerce

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Office of the Secretary:					
Secretary	Motor Vehicle Operator WG-7	\$ -	\$ -	\$18,177	\$19,022
	Motor Vehicle Operator WG-7	17,738	23,922	-	-
Deputy Secretary	Motor Vehicle Operator WG-6	4,941	6,098	-	-
National Oceanic and Atmospheric Adminis- tration:					
Administrator	Motor Vehicle Operator WG-6	20,761	8,913	16,818	6,615
Deputy Administrator	Motor Vehicle Operator WG-6	20,761	0	16,818	0
Assistant Administrator	Motor Vehicle Operator WG-6	9,620	0	16,818	0
Director, Environmental Data and Information Service	Motor Vehicle Operator WG-5	-	-	14,893	0

Notes: Drivers assigned to the Office of the Secretary spent about 20 percent of their time on mail and messenger duties. The National Oceanic and Atmospheric Administration drivers had other driving assignments in addition to driving for the officials.

Most transportation services are provided by employees classified as motor vehicle operators. However, transportation services can be provided by employees in various occupational series, including clerks, laborers, printing specialists, etc., as shown in some of the following tables.

Those salary and overtime payments not shown were not reported to us by the departments and agencies. Salary differences for the same grade level reflect periodic step increases or employment for a portion of the year.

Department of Health and Human Services

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Office of the Secretary: Secretary	Motor Vehicle Operator WG-7	\$19,640	\$15,420	\$16,496	\$11,539
Social Security Administration: Commissioner	Motor Vehicle Operator WG-6	\$19,198	-	-	-

Note: The Social Security Administration driver had other driving assignments in addition to driving for the Commissioner.

Department of the Interior

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Secretary	Supervisory Motor Vehicle Operator, WS-3	\$21,964	\$17,697	\$18,842	\$15,354
Under Secretary	Motor Vehicle Operator WG-5	20,096	6,971	17,512	9,636
Assistant Secretary, Territorial and International Affairs	Mail Clerk, GS-3 Clerk, GS-4	11,940 -	14 -	- 13,815	- 323
Assistant Secretary, Land and Water	Mail Clerk, GS-3 Clerk, GS-4	13,304 -	234 -	- 12,345	- 870
Assistant Secretary, Energy and Minerals	Clerk, GS-5	16,706	241	14,586	376
Assistant Secretary, Fish and Wild Life and Parks	Clerk, GS-6	18,630	1,665	15,799	1,747
Solicitor	Clerk, GS-3	11,599	0	9,605	1,466
Assistant Secretary, Indian Affairs	Clerical Assistant GS-6	15,952	596	-	-

Note: An Interior official said it was difficult to indicate an exact percentage; however, all drivers spent more than 50 percent of their time on other duties.

Department of Justice

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Office of the Attorney General: Attorney General Deputy Attorney General Associate Attorney General	Motor Vehicle Operator WG-7 (4 positions in 1981; 5 positions in 1980)	\$74,339	\$23,519	\$86,424	\$17,343
Federal Bureau of Investigation: Director	Special Detail Group (3 Special Agents)	-	-	-	-
Immigration and Naturalization Service: Commissioner	Printing Specialist GS-9	-	-	-	-
Drug Enforcement Administration: Administrator	Motor Vehicle Operator WG-8 Security Specialist GS-7	20,259	27	-	-
United States Marshals Service: Director	Motor Vehicle Manage- ment Assistant, GS-6	15,129	300	13,868	300

Notes: The drivers for the Attorney General; the Director, Federal Bureau of Investigation; and the Administrator, Drug Enforcement Administration; also perform security functions.

The Office of the Attorney General drivers are assigned as primary drivers for specific individuals, but approximately 70 percent of their time is spent on other duties. Their salary and overtime payments are shown as totals for all of the drivers; however, the overtime was earned primarily by two drivers.

The drivers for the Commissioner, Immigration and Naturalization Service, and the Director, U.S. Marshals Service, spent 33 percent and 90 percent of their time, respectively, on other duties.

Department of the Treasury

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Office of the Secretary:					
Secretary	Motor Vehicle Operator WG-6	\$17,406	\$15,795	\$16,069	\$16,918
Deputy Secretary	Motor Vehicle Operator WG-6	18,002	10,578	16,021	2,114
Under Secretary (Monetary Affairs)	Motor Vehicle Operator WG-5	16,102	3,459	14,999	361
Under Secretary (Tax and Economic Policy)	Motor Vehicle Operator WG-7	16,192	19,164	14,459	5,927
Assistant Secretary (Leg- islative Affairs)	Motor Vehicle Operator WG-5	16,102	4,473	14,885	443
Internal Revenue Service:					
Commissioner and Chief Counsel	Motor Vehicle Operator WG-5	\$16,791	\$3,276	\$15,439	\$2,471
	Administrative Clerk GS-5	15,103	1,237	13,903	822
Bureau of Alcohol, Tobacco and Firearms:					
Director and Deputy Director	Laborer, WG-3	\$11,174	\$ 48	\$ 9,963	\$ 72
	Supply Clerk, GS-3	13,493	166	11,634	76
U.S. Customs Service:					
Commissioner	Motor Vehicle Operator WG-5	\$14,900	-	\$14,300	-
Deputy Commissioner	Motor Vehicle Operator WG-5	14,900	-	14,300	-
Regional Commissioner, New York	Motor Vehicle Operator WG-5	14,900	-	14,300	-

Note: The drivers of the Office of the Secretary had other driving assignments in addition to driving for the official. Drivers for the Internal Revenue Service; the Bureau of Alcohol, Tobacco and Firearms; and the U.S. Customs Service spent most of their time on administrative duties or other driving assignments.

Department of Transportation

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Office of the Secretary: Secretary	Motor Vehicle Operator WG-7	\$20,010	\$20,983	\$17,777	\$13,237
Deputy Secretary	Motor Vehicle Operator WB-6	18,720	17,142	16,653	10,996

Small Business Administration

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Administrator	Motor Vehicle Operator WG-7	\$19,236	\$14,880	\$17,441	\$ 7,142

Note: The Small Business Administration's driver spent about 20 percent of his time on mail and messenger duties.

HOME-TO-OFFICE TRANSPORTATION SERVICE

<u>Department or agency</u>	<u>Official receiving service</u>
Commerce	Secretary Deputy Secretary (when acting for the Secretary)
Health and Human Services	Secretary Commissioner, Social Security Administration (on an occasional basis)
Interior	Secretary
Justice	Attorney General Other officials as directed by Attorney General
Transportation	Secretary Deputy Secretary
Treasury	Secretary Deputy Secretary Under Secretary Commissioner, U.S. Customs Service Acting Commissioner, U.S. Customs Service
Small Business Administration	Administrator
National Aeronautics and Space Administration	No one on a regular basis. Occasionally when they represent the agency at official functions after duty hours, the Administrator and the Deputy Administrator are provided transportation from their residence to the function and returned.

Note: Home-to-office transportation service is provided by the drivers listed in enclosure I. The service to National Aeronautics and Space Administration officials is provided by motor pool drivers. The Commissioner and Acting Commissioner, U.S. Customs Service, have received this service about five times during 1980 and 1981.

DINING ROOM SERVICES

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Department of Commerce:					
Secretary	Steward, GS-9	\$20,346	\$3,193	\$17,818	\$2,346
Deputy Secretary, Assistant Secretaries (or equivalent rank and guests)	General Service Aide GS-5	15,681	1,121	14,496	2,056
Other officials when acting on behalf of higher management	Steward, GS-5	660	0	-	-
Outside groups (i.e., Combined Federal Campaign staff)					
Department of Health and Human Services:					
Secretary	Steward, GS-8	17,920	3,417	16,697	4,852
Congressional leaders and members	Food Service Worker WG-4	15,483	2,242	14,041	2,984
Departmental senior staff					
Department of the Interior:					
Secretary and top officials of the Department	Steward, GS-6	15,762	6,343	12,359	1,309
Department of Justice:					
Attorney General	Steward, GS-11	-	-	4,941	0
Deputy Attorney General	Steward, GS-9	21,462	0	19,155	0
Solicitor General	Food Service Worker WG-4 (4 positions)	61,938	8,880	57,679	8,645
Other top officials of the Department					
Federal Bureau of Investigation:					
Director	Steward, GS-9	23,452	220	20,898	0
Executive conference members	Steward, GS-7	17,181	48	15,577	0
Visiting foreign dignitaries					
Officials from other Federal agencies					
State and local law enforcement officials					
Other Federal Bureau of Investigation executives					

<u>Official receiving service</u>	<u>Position</u>	<u>1981</u>		<u>1980</u>	
		<u>Salary</u>	<u>Overtime</u>	<u>Salary</u>	<u>Overtime</u>
Department of Transportation:					
All top officials at the department	Coastguardsmen (6 enlisted personnel)	\$111,000	\$ 0	\$99,000	\$ 0
Department of Treasury:					
Senior level officials	Cook, WG-8	18,227	4,162	14,372	1,932
	Special Aide, GS-5	15,682	0	14,194	0
	Steward-Special Messenger, GS-4	13,466	0	12,272	0
National Aeronautics and Space Administration:					
Administrator	Steward, GS-8	17,948	4,191	17,387	3,955
Deputy Administrator	Steward, GS-5	13,084	1,220	12,675	600
Other top officials	Steward, GS-5	13,084	609	12,675	570
National Science Foundation:					
GS-15s and above	Staff Services Coordinator, GS-7	17,723	2,312	16,245	1,669
Guests at receptions and working lunches	Cook, WG-5	15,537	1,436	13,208	707

Notes: The Department of Commerce General Service Aide spent 95 percent of the time performing clerical support duties. The Steward (GS-5), an intermittent employee, is employed only in the absence of the Steward (GS-9).

The Health and Human Services dining room employees' primary responsibilities are food preparation and service. Both employees, however, are also assigned other responsibilities.

The dining room employees of the Departments of Interior, Justice, and Treasury spent between 50 percent and 88 percent of their time on other duties.

The National Science Foundation cook also serves as backup driver for top agency officials.

Those salary and overtime payments not shown were not available.